



Change in Zoning / Form District Application

Louisville Metro Planning & Design Services

Case No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Applications are due on Mondays at 2:00 p.m. in order to be processed that week. Once complete, please bring the application and supporting documentation to: Planning and Design Services, located at 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Project Information:

Change in Zoning / Form District from _____ to _____

Project Description (e.g.,
retail center and office
development, etc.): _____

Project Name: _____

Primary Project Address: _____

Additional Address(es): _____

Primary Parcel ID: _____

Additional Parcel ID(s): _____

of Residential Units: _____ Commercial Square Footage: _____

Proposed Use: _____ Existing Use: _____

Existing Zoning District: _____ Existing Form District: _____

Deed Book(s) / Page Numbers²: _____

The subject property contains _____ acres. The area to be rezoned contains _____ acres.

Number of Adjoining Property Owners (APOs): _____ (refer to tax map from PDS)

Has the property been the subject of a previous development proposal (e.g., rezoning, variance, appeal, conditional use permit, minor plat, etc.)? *This information can be found in the Land Development Report (Related Cases)*¹ ☐ Yes ☐ No

If yes, please list the docket/case numbers:

Docket/Case #: _____ Docket/Case #: _____

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Contact Information:**Owner:** ☐ *Check if primary contact***Applicant:** ☐ *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Owner Signature (required): _____**Attorney:** ☐ *Check if primary contact***Plan prepared by:** ☐ *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Certification Statement: A certification statement must be submitted with any application in which the owner(s) of the subject property is (are) a limited liability company, corporation, partnership, association, trustee, etc., or if someone other than the owner(s) of record sign(s) the application.

I, _____, in my capacity as _____, hereby
representative/authorized agent/other

certify that _____ is (are) the owner(s) of the property which
name of LLC / corporation / partnership / association / etc.

is the subject of this application and that I am authorized to sign this application on behalf of the owner(s).

Signature: _____ Date: _____

I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to KRS 523.010, et seq. knowingly making a material false statement, or otherwise providing false information with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class B misdemeanor.

Please submit the completed application along with the following items:

Project application and description

- ☐ Pre-App tax map (obtained at the pre-app meeting with the case manager)
- ☐ Land Development Report¹
- ☐ A copy of the current recorded deed² (*must show "End of Document" stamp on last page*)
- ☐ Legal description on a separate 8.5 x 11" sheet of paper
- ☐ A Metes and Bounds Boundary plan on a separate 8.5 x 11" sheet of paper that illustrates the boundary of the legal description, with bearings and distances. Use as many sheets as necessary for legibility. For zoning changes with multiple zoning classifications, label each change as "From" --- "To."
- ☐ A written justification statement detailing why the proposed development is in compliance with Cornerstone 2020 and how it is compatible with the Form District in which the development is proposed to be located

Site plan (please refer to the site plan requirements on page 4)

- ☐ Twelve copies of the site plan, 24" x 36" or other appropriate size to legibly convey the site plan requirements. All plans should be folded no larger than 9" x 9" with the bottom right corner as the front.
- ☐ One set of renderings of the building(s) proposed for the site. The rendering must contain views of **ALL** sides of the building(s).

Mailing labels to notify Adjoining Property Owners (APOs)³

- ☐ Two sets of mailing label sheets for: 1st and 2nd tier APOs; the Mayor and City Clerk of 5th and 6th class cities (if applicable); owner(s) of the property; those listed on the application; and individuals who provided oral or written testimony in support or opposition of previous rezoning of the site
- ☐ One copy of the APO mailing label sheets

Documentation of the Neighborhood Meeting⁴

- ☐ Copy of neighborhood meeting notice
- ☐ List of APOs and neighborhood group representatives who received the meeting notice
- ☐ Neighborhood meeting attendance sheet
- ☐ Summary of the meeting detailing specific items of concern and proposed resolutions

Fee (Cash, charge or check made payable to the Department of Codes & Regulations)

- ☐ Clerk's fee of \$25.50 (If two or more applications are submitted simultaneously for the same site, only one Clerk's Fee is required)
- ☐ Application fee according to the fee schedule below:

Proposed Zoning Classification	Area less than 2.0 acres	Area 2.0 acres to 4.9 acres	Area 5.0 acres or more
Form District Map Amendment	\$450	\$900	\$1,800
R-R, R-E, R-1, R-2, R-3, R-4, R-5, R-5B, R-6, R-7, PRD, PTD or TNZD District	\$450	\$900	\$1,800
R-8A, OR, OR-1, OR-2, OR-3, OTF, C-N or C-R District	\$900	\$1,800	\$3,600
C-1, C-2, C-3, C-M, W-1, W-2, W-3, EZ-1, M-1, M-2, M-3, PRO or PEC District	\$1,350	\$2,700	\$5,400

Fee Note: In no case shall a fee for a form district map amendment be required where the request for the form district map amendment is filed in conjunction with an application for a zoning map amendment.

Resources:

1. Detailed instructions to obtain a Land Development Report are available online at: <http://www.louisvilleky.gov/PlanningDesign/IWantTo/Find+a+Zoning+District.htm>
2. Deeds and plats can be found at the Jefferson County Clerk's Office, located at the 2nd floor of Metro Hall (527 West Jefferson Street, telephone: 502-574-6220). Many deeds, plats and other records are available online at: <http://www.landrecords.jcc.ky.gov/records/S0Search.html>
3. Property ownership information can be found at the Property Valuation Administrator (PVA) office at 531 Court Place, Suite 504. Instructions to obtain APO information: <http://www.louisvilleky.gov/PlanningDesign/APO>
4. An overview of the rezoning process, including procedures for Neighborhood Meetings, can be found at <http://www.louisvilleky.gov/PlanningDesign/userguides/rezoning/applicants/>

Site Plan Requirements:

Plans must be drawn to engineer's scale

Description

- ☐ Owner's name and address
- ☐ Developer's name and address
- ☐ Engineer's name and address
- ☐ Site Address
- ☐ Tax block and lot number
- ☐ Zoning of property
- ☐ Zoning of adjacent properties
- ☐ Existing Use
- ☐ Proposed Use
- ☐ Plan date
- ☐ Revision date

Map Elements

- ☐ North Arrow
- ☐ Vicinity Map
- ☐ Legend
- ☐ Plan Scale

Site Information & Labels

- ☐ Street names
- ☐ Property lines with dimensions (new lots shall show bearings)
- ☐ Location, ownership, deed book & page of all adjacent property owners
- ☐ Form District boundaries and transition zones shown if required by regulations

Project Plan

- ☐ Right of way / sidewalks (with widths shown)
- ☐ Existing and/or proposed structures shown and identified
- ☐ Gross building footprint area
- ☐ Gross floor area of buildings
- ☐ Net and gross acreage of site
- ☐ Height of structures
- ☐ Off-street loading areas if applicable
- ☐ Accessory structures shown with required screening if applicable
- ☐ ILA/VUA calculations (may be shown on tree canopy plan) if applicable
- ☐ Landscape buffer areas in accordance with Chapter 10 of the LDC
- ☐ Parking calculations (minimums and maximums)
- ☐ Required building setbacks with dimensions
- ☐ Net and gross density, and number of dwelling units
- ☐ Typical dimensions of parking spaces and aisles

MSD Requirements *(All items shall be checked as included or marked N/A)*

- ☐ Existing MSD Easements
- ☐ Proposed MSD Easements
- ☐ MSD Standard EPSC notes
- ☐ SUB/WM number
- ☐ Landscape Buffer Areas/WPAs
- ☐ Downstream Facilities Capacity Request
- ☐ Existing Storm & Sanitary Sewer Systems
- ☐ Topography of Site + Minimum 50' beyond property lines
- ☐ Concept Drainage (i.e. proposed storm pipes, ditches, swales, and drainage flow arrows)
- ☐ Detention Basin Location, with outlet identified & MSD easement shown for basin
- ☐ Concept Sanitary Sewers (i.e. lateral extension or location of property service connection) & identification of outlet system
- ☐ Name of sewage treatment plant serving site
- ☐ Preliminary detention calculation ($x=CRA/12$) including basin surface area, depth, volume required and volume provided
- ☐ Limits of FEMA and/or Local Regulatory Floodplains, if applicable
- ☐ Approximate increase or reduction in impervious area, in square feet